



“Local Gov U” Online Professional Development Courses

Please contact Charon Mckinley at 621-6958 or Melany Felton at 621-6934 to enroll in these moderately priced online courses.

Human Resources

- Diversity in the Workplace
- Employee Recognition
- Employee Retention
- Ethical Behavior
- Handling Angry Employees
- Harassment Prevention Awareness
- Harassment Prevention for Management
- Recruiting Excellent Employees
- Local Government Diversity
- Workplace Violence Prevention
- Sexual Harassment Awareness (AB 1825)

Productivity

- Basic Telephone Skills
- Business Writing Basics
- Communication Skills
- Computer Security Basics
- Effective Presentations
- Enhancing Work Relationships
- Goal Setting Skills
- Keeping Your Cool
- Microsoft Access 2003
- Microsoft Excel 2003
- Microsoft Outlook 2003
- Microsoft PowerPoint 2003
- Microsoft Word 2003
- Personal Professionalism
- Time Management Skills
- Work Environment Flexibility
- Writing an Effective E-mail

Management

- Business Continuity
- Crisis Management
- Disciplinary Action and Procedures
- Drug and Alcohol Awareness
- Generational Differences
- Meeting Management
- Performance Management
- Providing Effective Orientations
- Supervisor Skills 101
- Supervisor Skills 201
- Training for Small Communities
- Transition from Peer to Supervisor

Customer Service

- Handling Difficult Customers
- A Welcoming Customer Culture

Financial Management

- An Introduction to Requests for Proposals
- Basic Math

Organization Development & Training Division

Our mission is to constantly build organizational effectiveness by providing the material and conceptual resources needed to improve performance and enhance the quality of work life. We are committed to the continuous growth and development of our people.